

EDITED TASK LISTING

CLASS: Senior Psychologist, CF (Supervisor)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Consult with medical and non-medical personnel (e.g., physical rehabilitation, education, nursing, custody, etc.) regarding program planning, implementation, and evaluation in order to assess the impact between mental health and other institutional programs, provide information to and solicit information from others about the purpose, implementation, and activities of mental health programs, etc. using communication skills, knowledge of the institution's various programs, Mental Health Services Delivery System (MHSDS) program guidelines, meetings, etc. as needed.
2.	Implement time-limited projects in area of expertise in order to enhance existing programs, comply with departmental policies and procedures and/or court mandates, etc. using consultations, organizational skills, communication skills, research skills, etc. under the direction of the Chief Psychologist, Correctional Facility (CF) or Chief of Mental Health Services.
3.	Perform program evaluation studies on new and/or existing programs in order to determine their effectiveness at meeting program guidelines and departmental needs, provide information to court monitors and the chain of command, make changes as part of a quality management program, identify problems and needs, recommend changes and improvements, etc. using communication skills, exit interviews, needs assessments, program development skills, statistical analyses, computer skills (e.g., Mental Health Tracking System [MHTS], Excel, Access, Statistical Package for the Social Sciences, etc.), research skills, knowledge of MHSDS program guidelines, knowledge of current and relevant professional literature, etc. as requested by the Mental Health Quality Management Subcommittee.
4.	Develop working relationships with other agencies and/or entities (e.g., Department of Mental Health, Board of Prison Terms, Regional Centers, Parole Outpatient Clinics, etc.) in order to provide continuity of care for inmate-patients who parole, and reduce recidivism using communication skills, knowledge of various outside agencies and programs, networking skills, computer skills (e.g., MHTS, Excel, etc.), on-site visits, etc. as needed.
5.	Coordinate the Clinical Psychology Internship program in order to ensure that interns learn to apply their clinical skills and training in a correctional mental health setting and become license-eligible, and that all requirements for the internship program are met (e.g., interns meet defined guidelines and goals, communicate with interns' programs about their progress, develop training seminars for interns, participate in intern selection process, etc.) using knowledge of American Psychological Association (APA) internship selection process, procedures, and training requirements, communication skills, organizational skills, etc. as directed by the Chief Psychologist, CF or Chief of Mental Health Services.

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6.	Coordinate the training, proctorship, orientation, and supervision of new state employees and contract clinicians, including psychologists unlicensed in California, to ensure that all employees learn the knowledge and skills (e.g., criminal behavior, substance abuse, major mental illnesses, etc.) they need to work within their scope of practice and fully function in their position, understand the safety and security procedures they need to follow, understand the use of the MHSDS program guidelines and the MHTS system, etc. using communication skills, knowledge of licensure requirements in California, Psychology standards of practice, knowledge of each clinician's scope of practice and position description, current version of the Diagnostic and Statistical Manual, APA ethical guidelines, and laws and regulations related to the practice of Psychology, MHSDS program guidelines, MHTS system, Local Operating Procedures (LOP), California Code of Regulations (CCR), safety and security procedures, etc. as directed by the Chief Psychologist, CF or Chief of Mental Health Services.
7.	Provide educational and training seminars on clinical topics to ensure that clinical staff (e.g., Psychiatric Social Workers, Psychiatric Technicians, Clinical Psychologists, Psychometrists, Psychiatrists, etc.) stay current in the latest research, techniques, and tools in the field of correctional mental health, and understand confidentiality, informed consent, and record-keeping requirements using knowledge of each classification's scope of practice and training requirements, communication skills, knowledge of criminal behavior, confidentiality, informed consent, and record-keeping requirements, State and Federal mental health laws and regulations, etc. as directed by the Chief Psychologist, CF or Chief of Mental Health Services.
8.	Train custodial and other non-mental health care staff on mental health issues (e.g., Overview of MHSDS, Signs and Symptoms of Mental Illness, Suicide Prevention/Crisis Intervention, Developmentally Disabled Program [DDP] inmate-patients, Referral Process, Interdisciplinary Treatment Team [IDTT] model, and Rules Violation Report Mental Health Assessment) in order to ensure that inmate-patients have timely access to and continuity of mental health care, provide non-mental health staff with the tools to interact more effectively with MHSDS and DDP inmate-patients, and comply with departmental training requirements using knowledge of training program and requirements, communication skills, organizational skills, knowledge of MHSDS and DDP program guidelines, etc., as directed by the Chief Psychologist, CF or Chief of Mental Health Services at the request of the In-Service Training Program.
9.	Write policies, procedures, memos, reports, etc. in order to provide information and/or instruction to clinical and non-mental health staff, and ensure standardization and compliance with laws, rules, regulations, MHSDS program guidelines, DDP program guidelines, APA ethical guidelines, Departmental Operations Manual (DOM), and CCR using knowledge of laws, rules, regulations, MHSDS program guidelines, DDP program guidelines, and APA ethical guidelines, DOM, CCR, etc., written communication skills, word processing skills, etc. as directed by the Chief Psychologist, CF or Chief of Mental Health Services.

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10.	Monitor line staff to ensure that they comply with departmental safety and security procedures (e.g., wear personal alarms, carry whistle, lock doors, secure personal items and confidential information, etc.) and properly supervise inmate-patients to whom they provide direct clinical services, using knowledge of departmental safety and security policies, communication skills, walk-throughs/observation, etc. on a daily basis.
11.	Maintain awareness of inmate-patients' activities and their environment in order to prevent escapes and injury by inmate-patients to themselves or others, or damage to property, prevent inmate possession of contraband, etc. using knowledge of departmental policies and procedures, observation, communication skills, appropriate intervention strategies, use of security devices, etc. on a daily basis.
12.	Maintain safety of working areas and work materials in order to comply with requirements of Occupational Safety and Health Administration (OSHA), Fire Marshall, etc. and ensure that the mental health care program buildings/rooms are safe for inmate-patients, staff, and others using knowledge of OSHA, Fire Marshall, etc. rules and regulations, line staff inspection reports, observations, walk-throughs, etc. on a daily basis.
13.	Plan federally mandated mental health programs (e.g., crisis beds, in-patient, out-patient, etc.) and other special programs (e.g., special forensic unit, intervention program for inmate-patients resistive to treatment, etc.) in order to improve mental health care delivery, meet specialized needs of particular populations in the institution, and comply with rules, regulations, and court mandates using knowledge of LOPs, professional standards of practice guidelines, rules, regulations, and court mandates, coordination with different programs (e.g., custody, labor relations, medical, etc.), organizational skills, communication skills, etc. as needed and at the direction of the Chief Psychologist, CF or Chief of Mental Health Services.
14.	Implement federally mandated mental health programs (e.g., crisis beds, in-patient, out-patient, etc.) and other special programs (e.g., special forensic unit, intervention program for inmate-patients resistive to treatment, etc.) in order to improve mental health care delivery, meet specialized needs of particular populations in the institution, and comply with rules, regulations, and court mandates using knowledge of LOPs, professional standards of practice guidelines, rules, regulations, and court mandates, coordination with different programs (e.g., custody, labor relations, medical, etc.), organizational skills, communication skills, etc. as needed and with the direction of the Chief Psychologist, CF or Chief of Mental Health Services.
15.	Coordinate the work of a multidisciplinary treatment staff for a specific mental health program in order to assign tasks and incorporate each disciplines' expertise in the development of comprehensive individualized treatment plans for the program's inmate-patients, perform assigned duties, ensure that staff provide clinical coverage for the program when they are absent, etc. using communication skills, organization skills, knowledge of the programs' function, purpose, and resources, knowledge of inmate-patients' needs, MHSDS program guidelines, etc. at the direction of the Chief Psychologist, CF or Chief of Mental Health Services.

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Task #	Task
16.	Supervise the clinical work of psychologists in areas such as program operation and evaluation, psychological assessments, and outcome-based treatment modalities (particularly group therapy) of inmate-patients in order to provide direction for specific clinical psychology programs, ensure compliance with professional standards of practice, license maintenance requirements, APA ethical guidelines, and laws and regulations applied to the practice of psychology, etc. using MHSDS program guidelines, professional standards of practice, APA ethical guidelines, laws and regulations applied to the practice of psychology, communication skills, organization skills, etc. under the direction of the Chief Psychologist, CF or Chief of Mental Health Services.
17.	Conduct general and program-specific staff meetings to disseminate institutional and departmental information, receive feedback, make work assignments, help staff to process stressful events, etc. using communication skills, organization skills, knowledge of departmental and institutional policies, procedures, and changes, presentation skills, agendas and other handouts, leadership skills, understanding of group dynamics, the organizational change process, etc. as needed and at scheduled intervals.
18.	Participate in supervisory meetings, institutional committees, medical staff committees, etc. to provide mental health expertise in their specialty area, learn new departmental and institutional policies and procedures, share information between institutional programs, etc. using knowledge of the mental health program's function and procedures, communication skills, understanding of group dynamics, organizational change process, etc. and an understanding of the department's organization, chain of command, and protocol at the direction of the Chief Psychologist, CF or Chief of Mental Health Services.
19.	Monitor communications with outside individuals and groups (e.g., outside medical and mental health personnel, attorneys, Prison Advocacy Groups, inmates' families, media, etc.) in order to provide information about the inmate-patient population, interpret the objectives, procedures, laws and rules of the mental health program, etc. using confidentiality laws, knowledge of what information can be shared with individuals and groups, knowledge of the mental health program policies, procedures, function and population, communication skills, knowledge of Health Information Portability and Accountability Act, etc. as needed and/or at the direction of the Chief Psychologist, CF or Chief of Mental Health Services.

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Task #	Task
20.	Conduct personnel functions (e.g., recruitment, interviewing, hiring new employees and contract personnel, institutional training, performance evaluation, discipline, etc.) for line staff under your direct supervision in order to provide feedback, identify training issues, increase job satisfaction, select, train and motivate staff, assign duties commensurate with staffs' specialties, scope of practice, and skills, provide opportunities for upward mobility, comply with departmental, state and federal personnel laws and rules, etc. using knowledge of departmental, state and federal personnel laws and rules (e.g., Equal Employment Opportunity objectives, reasonable accommodations, progressive discipline, hiring practices, interview question development, cultural diversity, Employee Assistance Program, etc.), communication skills, knowledge of departmental personnel forms and procedures, leadership skills, objectivity, understanding of job duties, description, and scope of practice, knowledge of relevant bargaining unit contracts, knowledge of how to objectively measure performance standards, etc. on an on-going basis.